
To: TCAP & 1602 Recipients

Notice: MFD-11-05

From: IHCD Multi Family Department

Date: January 27, 2011

Re: **TCAP/1602 Material Storage Inspection Guidelines**

Stored materials purchased with TCAP or 1602 funds, will be subject to inspections.

The purpose of this notice is to establish guidelines for the material storage in order to ensure the materials are stored properly & securely.

The following are the minimum guidelines for material storage:

- 1) Materials must be purchased by the General Contractor.
- 2) Materials must be stored in facilities owned/leased by the General Contractor, and the facilities must be fully insured/bonded.
- 3) Materials must be segregated and identifiable as to the Project or Partnership.
- 4) A lease or storage agreement must be in place for the facility wherein materials are being stored or held.
- 5) Materials are to be properly insured (Full Replacement Value) in the name of the partnership with an appropriate certificate of insurance.
- 6) Provide IHCD with a complete list/quantity of materials that are purchased/stored.
- 7) Provide IHCD with copies of invoices/receipts for the purchased/stored materials.
- 8) Provide IHCD with an Architects certification that the "stored materials" meet the specifications as established for the project.
- 9) All materials are to be stored under-cover unless Manufacturer's specifications indicate alternate allowable material storage specifications.

30 S. MERIDIAN ST. SUITE 1000 - INDIANAPOLIS, IN 46204 - [HTTP://IHCDA.IN.GOV](http://ihcda.in.gov)

P: 317.232.7777 - F: 317.232.7778 - TF: 800.872.0371



EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Rebecca S. Skillman



10) All materials are to be stored as per Manufacturer's specifications.

11) Materials requiring temperature controlled environments (minimum/maximum temperatures) must be stored in a temperature controlled environment meeting the specifications required for each product.

12) Materials rated for exposure, and stored outside, must be in a secure area and NOT stored directly on-grade or in areas subject to ponding/flooding.

13) IHEDA must be provided with a list of the material storage locations for all storage facilities utilized (Physical addresses with Zip codes), the materials stored at each location, and the name(s) of contact(s) to notify for the material storage inspections.

14) Materials must not be stored/stacked higher than Manufacturer's specifications allow and in a manner that will NOT damage materials.

